

## Library Directors

### Required Reporting – Information Resources - Training

#### ***Administrative Reporting Responsibilities - Required by the Utah State Library Division***

- **Annual Statistical Report of Library Service:** Forms and instructions are mailed to every City and County library in advance of the report deadline. This is a required report that must be completed annually. The annual report is published in hard copy and also available online: <http://library.utah.gov/statisticspublib.html>. Contact: Douglas Abrams, [dabrams@utah.gov](mailto:dabrams@utah.gov)
- **Public Library Development Grant:** Libraries that continue to meet certification standards established by the State Library's *Upgrade* process are issued a check from the State of Utah at the beginning of each calendar year. Grant amounts are dependent on current legislative authorization. Grant expenditures must be completed by June 30 and must comply with the legislative intent for the grant. An expenditure report is due by the end of July. Contact: Douglas Abrams, [dabrams@utah.gov](mailto:dabrams@utah.gov)
- **LSTA Federal Grants:** This is a competitive grant program authorized by the federal government. The LSTA handbook, instructions, and application forms are posted on the State Library's web site: <http://library.utah.gov/lstagrantsinfo.html>. Application and reporting deadlines are updated each year by the LSTA Advisory Council and must be strictly adhered to ensure fair administration of the program. Contact Jane Smith; [jesmith@utah.gov](mailto:jesmith@utah.gov).
- **Board Appointments and Staff Changes:** Staff and Board changes should be reported promptly, as soon as the changes occur. The State Library Division maintains a database of all public library staff and trustees. Contact: Pamela Barringer, [pbarringer@utah.gov](mailto:pbarringer@utah.gov).
- **Planning Documents - Library Goals and Objectives:** Every library prepares a yearly planning document that includes an evaluation of the previous year's goals and objectives and establishes the service priorities for the coming year. Tentative plans for using the Public Library Development Grant should be reflected in this planning document along with phased implementation of the library's Technology Plan. A planning report must be updated and submitted annually by the end of October. Contact Jane Smith, [jesmith@utah.gov](mailto:jesmith@utah.gov).

- **Technology Plan:** Every library jurisdiction is expected to prepare a 3-year Technology Plan. This plan is required for several reasons: to ensure that every local library is planning for the expanded and intensified role of technology in daily operations; to meet eligibility requirements to apply for LSTA Grants; and to meet the requirements to apply for FCC Universal Service (E-Rate) discounts. Technology Plans may be submitted for review at any time during the year but libraries are strongly encouraged to incorporate Technology Plans into their overall strategic plans. Contact: Jane Smith; [jesmith@utah.gov](mailto:jesmith@utah.gov).

### ***Information Resources and Training Opportunities Sponsored by the Utah State Library Division***

- **UPLIFT (The Utah Public Library Institute for Training):** Library directors without an advanced degree in library science are expected to participate in UPLIFT. This basic training requires completion of a four-course curriculum. Throughout the year, additional workshops may be scheduled to provide customized training for librarians in the field and to provide orientation programs for library board members. Continuing Education Grants ( <http://library.utah.gov/upliftgrants.html>) are available to individuals, libraries, and organizations.  
Contact: K.C. Benedict; [kcbenedic@utah.gov](mailto:kcbenedic@utah.gov).
- **Pioneer and Electronic Reference Training:** Workshops and customized training sessions to teach the Pioneer databases and other Internet topics are scheduled throughout the year. Register for workshops online: <http://library.utah.gov/workshopsseasonal.html>.  
Contact Pat Montgomery; [pmontgom@utah.gov](mailto:pmontgom@utah.gov)
- **ULN (Utah Library Network) Discussion List:** The State Library administers an online discussion group dedicated to promoting information sharing and networking among Utah's public libraries. The ULN is the primary source for communicating news and time-sensitive announcements to the library community. Membership is open to Utah library personnel and library trustees. Instructions for subscribing to the list: <http://library.utah.gov/ulnmaillist.html>.  
Contact Pamela Barringer; [pbarring@utah.gov](mailto:pbarring@utah.gov).
- **Consulting Services:** Every certified public library is assigned a Consultant from the core of professional librarians at the State Library. The Consultant fosters communication with the local library and advises that library on a variety of issues focused on improving library service delivery. The Public Library Directory information includes the name of the Consultant assigned to individual libraries.  
<http://library.utah.gov/alphalist.html>

- **Directions for Utah Libraries:** *Directions* is the online newsletter of the State Library Division. The publication includes timely topics of interest to the library community, news about staffing changes and library development issues. Print copies are available on request. Read the online edition: <http://library.utah.gov/onlinenewsletter/index.html>. Contact Jeri Openshaw; [jerio@utah.gov](mailto:jerio@utah.gov).
- **Professional Collection:** The State Library Division maintains a special collection of materials covering topics related to library management and library services. The collection includes books, audiocassettes, videos, and research reports. The materials are especially useful for background reading and self-training. All titles may be searched for in the Division's online catalog and may be borrowed through interlibrary loan. Online catalog: <http://usld.ipac.dynixasp.com/ipac20/ipac.jsp?profile=usl>. Contact Pat Montgomery; [pmontgom@utah.gov](mailto:pmontgom@utah.gov)
- **Services for Utah Libraries and Utah Librarians:** An overview of all of the services and information resources provided by the State Library for libraries and librarians may be found on the Division's web site. The home page is conveniently organized by topical links to practical and useful information for staff and trustees. <http://library.utah.gov>.

## **State Library Services for the Blind and Disabled**

This State Library Program provides free library and newspaper services to people who are unable to read regular-sized print. Individuals who cannot read or use conventional printed materials as a result of visual or physical limitations, i.e. blind, visual disability, physical disability, and/or reading/learning disability are by law eligible. This also includes persons in private homes, nursing homes, hospitals, schools and other institutions. In the absence of another institutional authority, a professional librarian can certify an individual. <http://library.utah.gov/blind.html>  
 Contact Krista Griffiths, Public Library Outreach Coordinator, [kgriffiths@utah.gov](mailto:kgriffiths@utah.gov).

## ***Professional Library Associations***

**Utah Library Association**, P.O. Box 970488, Orem, UT 84097-0488  
[www.ula.org](http://www.ula.org)

**Mountain Plains Library Association**, Joe Edelen, Executive Secretary,  
I.D. Weeks Library, University of South Dakota, Vermillion, SD 57069-2390.  
[www.usd.edu/mpla](http://www.usd.edu/mpla)

**American Library Association**, 50 E. Huron St., Chicago, IL 60611  
(1-800-545-2433) [www.ala.org](http://www.ala.org)

**Public Library Association**, a Division of the American Library  
Association) 50 E. Huron St., Chicago, IL 60611 (1-800-545-2433).  
[www.pla.org](http://www.pla.org)